

# City of Gulfport Public Works Department Annual Report 2013



## OFFICE OF THE DIRECTOR

### Mission

The purpose of this program is to manage and supervise the City's Public Works solid waste and utility operations. This program is also responsible for managing City streets and drainage system for compliance with the National Pollution Discharge System (NPDES) permitting requirements, the maintenance of City buildings and emergency maintenance. The Public Works Director also serves as the City's Construction Manager in the planning, design and construction of new City facilities and capital improvement projects.

	<b><u>FY 2010</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2011</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2012</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2013</u></b> <b><u>ACTUAL</u></b>
<b>Public Works Director*</b>	0.5	0.5	0.5	0.5
<b>Administrative Assistant*</b>	0.5	0.5	0.5	0.5
<b>Total:</b>	1	1	1	1

\* Fulltime position allocated 50% to Public Works-Admin, 20% to Sanitation and 30% to Utilities (15% Water, 15% Sewer).



**Public Works Director Don Sopak**

Public Works Director Don Sopak has 22 years of service with the City of Gulfport. He provides senior management and administrative support to all department divisions in the form of planning, organizing, staffing, leading and controlling.

**Responsibilities include:**

- Prepares budget for all eight divisions in the department
- Prepares and advertises all Requests for Proposals for all contracted work
- Coordination and cooperation with outside organizations (i.e., FDOT, FDEP, SWFWMD, Nitrogen Consortium, Pinellas County, City of St. Petersburg, etc.) as needed and appropriate to address City concerns
- Compiles information and prepares the National Pollution Discharge Elimination System Permit Annual Report
- Project Manager for all Public Works projects and the City's Capital Improvements Projects so that they are well planned and constructed within budget and timeline
- Projects a five-year sanitary sewer flow and water consumption for the City of St. Petersburg
- Debris Manager for the City negotiating contracts for debris removal and monitoring, creating a debris plan using FEMA guidelines, organizing debris operations, tracking employees and equipment for FEMA reimbursement during hurricanes, storm events and natural disasters
- A member of the Technical Management Committee of Pinellas County Solid Waste and Resource Recovery System representing the Group 'B' Cities (Gulfport, Kenneth City, Seminole and South Pasadena)
- Selects and provides safety training for all Public Works Divisions



**Public Works Administrative Assistant, Deanna Doss**

**Responsibilities include:**

- Administrative support for Director of Public Works and three Public Works supervisors
- Report Submittals:
  - Drinking Water Bacteriological Sample Collection (bi-monthly)
  - Wholesale Meters Total Water Use Daily Consumption (monthly)
  - Beach Water Monitoring (weekly) send to Gabber monthly
  - Solid Waste, Recycling, Brush and Electronic Tonnage Reports (monthly)
  - Recycling Grant Submissions (quarterly)
- Payroll for 29 employees on bi-weekly basis
- Accounts payable/receivable for a \$1,449,731 operating budget
- Special Pickups:
  - Billing of residential, commercial and recycling charges
  - Distribution of special pickups received from residents, Code Enforcement and drivers
  - Residential billing (daily) to Finance with weekly average of 63 pickups (3,256/annually), generating approximately \$71,014/annually in revenue (Fiscal YR 11/12)
  - Commercial billing to Finance for approximately 220 commercial properties in Gulfport
  - Reconciliation, clarification and/or credits for pickup charges/fees
- Office management duties
- Dispatching duties

- Recycling Grant Program:
  - \$9,683 annually: Submission of recycling materials on quarterly basis
  - Attending City events with informational/educations handouts for residents
  - Ordering or promotional/educational materials, bins, submitting ads, etc.
- Uniforms: Ordering and inventory of uniforms for all divisions
- Customer Service: Incoming calls regarding pickups, recycling, street issues, dead animals, water/sewer, etc. Average of 158 incoming calls weekly
- Light Outages: Report outages to Progress Energy for repair/service
- Create and submit all newspaper ads regarding recycling, sanitation, stormwater and mobile collections

## BUILDING MAINTENANCE DIVISION

### Mission

The Public Works Department Building Maintenance Division staff focuses on improvements to preventive maintenance operations, adjustments to the janitorial scheduled as well as coordinate the ongoing maintenance and construction activities associated with routine facility maintenance. This program oversees the design and construction of renovations, building equipment replacement and ensures all City facilities are properly maintained. Personnel provide a variety of services such as carpentry, masonry, electrical work, painting, air conditioning repair, janitorial, maintenance and moving furniture.

	<b><u>FY 2010</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2011</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2012</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2013</u></b> <b><u>ACTUAL</u></b>
<b>Maintenance Worker II</b>	1.0	1.0	1.0	1.0
<b>Maintenance Worker III</b>	1.0	1.0	1.0	1.0
<b>Total:</b>	2.0	2.0	2.0	2.0

**Responsibilities include:**

- Maintenance and repairs for 16 city buildings
- Provides support to the Senior Center, Casino, Recreation Center and City Clerk's office by assisting and setting up, and restoring rooms for public meetings
- Orders and distributes janitorial supplies
- Fire sprinkler systems, fire extinguisher, fire alarms, fire hood inspections, grease traps
- Retrofit existing light fixtures and work in conjunction with Progress Energy representatives, assessment of existing energy consumption, AC replacements and energy efficiency services
- Removal of graffiti on all facilities and City properties within 24 hours
- Contracts and coordinates operation of AC maintenance, janitorial, exterior painting of buildings, roofing contractors and pest control services
- After hour call-backs for emergency service
- Keep ball park restrooms cleaned and supplied during week days



**Billy Mack repairing lighting**



**Paul Rousseau repairing toilet at Library**

## VEHICLE MAINTENANCE DIVISION

### Mission

This division provides maintenance services and repairs for all City equipment, including light and heavy vehicles, and construction equipment. Vehicle Maintenance also includes preventative and corrective maintenance. Staff recommends the replacement of existing vehicles, and reviews additional vehicle requests by departments and divisions to ensure their suitability to the type of work being performed. The Vehicle Maintenance Division will continue to evaluate citywide vehicle efficiency to aid in reducing the fleet vehicle maintenance, operating and energy related costs.

	<b><u>FY 2010</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2011</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2012</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2013</u></b> <b><u>ACTUAL</u></b>
<b>Garage Supervisor</b>	1.0	1.0	1.0	1.0
<b>Fleet Maintenance Asst.</b>	1.0	1.0	1.0	1.0
<b>Total:</b>	2.0	2.0	2.0	2.0



### **Leroy Walker with “Tot Time” tour of Vehicle Maintenance Shop**

Fleet Maintenance Supervisor Leroy Walker has 24 years of service with the City of Gulfport.

Leroy maintains and manages the entire City fleet of 82 vehicles consisting of heavy duty trucks, fire trucks, buses, police fleet and various light duty trucks and cars, and the city trolley. In addition, he oversees the maintenance of 4 emergency generators, and 20 off-road mechanical pieces of equipment, as well as small equipment.

#### **Responsibilities include:**

- Supervises administrative and mechanical duties of Fleet Maintenance Assistant.
- Diagnose and pull repair codes on all heavy duty and light duty vehicle engine, transmission, brake, airbag, lighting and other electronic operated systems.
- Perform and supervise all hydraulic, electrical and suspension system repairs.
- Fabricate, build and weld brackets, mounts, parts, etc for fleet as needed.
- Puts together specifications for all heavy duty vehicles purchased.
- Obtains bids for purchase of heavy duty vehicles.
- Provides input for upcoming budget year.
- Maintains budget status throughout the year and obtaining competitive prices for all garage operations.
- Obtains competitive quotes for all vehicle accidents and outside repairs including transmissions, glass replacement, interior work, etc.
- Maintains hurricane ready status for garage and fleet.
- Stays current through ongoing training and education for computer systems and components on new generation of vehicle systems as they are released from the manufacturers.
- Supervise towing and perform field repairs as needed.
- Recycling of tires, batteries and oil.

#### **Current Certifications**

- ASE Certification

- STG Vehicle Emissions, Enhanced Testing and Diagnostics
- Tech 1 Familiarization
- Brake Hardware and Hydraulics
- 6.5L Turbo Charged Diesel Training
- Specialized Electronics Training
- Antilock Brake Systems
- Fuel Injection EFI/PFI
- Supplemental Inflatable Restraints (air bag systems)
- Ford Engine Performance Training
- Ford 6.0L and 7.3L Direct Injection Diesel Diagnosis and Repair
- Air Brake Components Training



**Fleet Maintenance Assistant Kenny Davis**

Kenny Davis has 19 years of service with the City of Gulfport.

**Responsibilities include:**

- Generate work orders for each vehicle, extending labor, parts and outside costs.
- Reconciles all monthly purchasing card statements, vendor statements and invoices.
- Uses PC computer for communication and garage correspondence with all City departments by e-mail, generating various reports, uses fleet maintenance program for tracking vehicle costs, fuel inventory and monitoring, uses “Incode” to generate purchase requisitions and keep track of garage budget.
- Prepare monthly and yearly parts, labor and fuel reports for other departments to assist in their yearly budget preparation (The garage currently distributes 79,800 gallons of fuel and \$116, 864 in parts, annually.)
- Responsible for maintaining records, maintenance and testing of fuel pumps, underground storage tanks and leak monitoring equipment for preparation of yearly inspection from Florida Dept. of Environmental Protection
- Prepares time keeping records for division
- Maintains files, reports and other documents including fleet maintenance records

- Order diesel and unleaded fuel as needed.

### **Reports Generated:**

- Weekly NPDES inspection of maintenance area.
- Monthly and yearly vehicle parts and labor report.
- Monthly and yearly fuel usage report per vehicle.
- Monthly unleaded and diesel fuel inventory.
- Annual fuel equipment, storage tanks and fuel line test results.
- Yearly parts and equipment inventories.

### **Shop/Mechanical Duties Performed:**

- Diagnose and repair/perform complete brake jobs including use of brake lathe.
- Diagnose and repair hydraulic systems and electrical systems.
- Diagnose and repair/replace items such as water pumps, radiators, alternators, starters, batteries, etc.
- Use diagnostic scan tool to pull repair codes from vehicles and perform required repairs.
- Use arc welder and cutting torch.
- Replace and mount vehicle tires using tire machine and wheel balancing machine.
- Fix flats in the shop and in the field.
- Perform routine vehicle maintenance such as change oil, inspect and rotate tires, check and top off fluids, inspect brakes, tune ups, worn belts, etc.
- Keep garage area clean.
- Maintain parts room.
- Fill in for supervisor in his absence.

## SANITATION DIVISION

### Mission

The Sanitation Division provides collection and disposal services that meet or exceed state standards and are responsible to the health and sanitary needs of our community. The Department accomplishes this mission while maintaining a competitive cost of service for our customers and the community as a whole.

	<b><u>FY 2010</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2011</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2012</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2013</u></b> <b><u>ACTUAL</u></b>
<b>Director**</b>	0.20	0.20	0.20	0.20
<b>Administrative Assistant**</b>	0.20	0.20	0.20	0.20
<b>Sanitation/Stormwater Supervisor*</b>	0.25	0.25	0.25	0.25
<b>Equipment Operators</b>	7.25	7.00	7.00	7.00
<b>Maintenance Workers II</b>	6.25	6.25	6.25	5.25
<b>Crew Leader*</b>	0.25	-	-	-
<b>Parks Positions Relocated</b>	-	-	2.00	1.00
<b>Total</b>	14.40	13.90	15.90	13.90

\* Fulltime position allocated 50% to Streets, 25% to Sanitation and 25% to Stormwater

\*\* Fulltime position allocated 50% to Public Works-Admin, 20% to Sanitation and 30% to Utilities (15% Water, 15% Sewer).

- This Division provides commercial and bulk solid waste collection and residential automated curbside services including recycling of appropriate materials, claw truck, and yard waste support services. This Division is an enterprise fund funded by user fees from the residents and businesses receiving solid waste services.
- This program is also responsible for maintaining, repairing, and refurbishing recycling drop-off containers and residential curbside automated containers.
- This program provides twice weekly automated residential curbside collection of refuse including once-a-week collection of household recyclables. Curbside service is provided to all single-family and duplex homes, apartment/condo complexes, mobile home parks and smaller businesses.
- This program provides once-a-week collection of bulk yard waste for recycling.
- This program utilizes 4 rear loader trucks, 3 side-loader trucks, 2 claw trucks, 1 recycling truck, and 1 dump trailer and pay-loader to provide solid waste collection services for commercial establishments and residences within the city limits. Services are provided curbside or in the alley where available. Yard waste is collected each Wednesday and recycled into mulch. Bulk items, such as furniture, appliances, electronics and large brush piles, are scheduled as special pickups on a call-in basis.



Commercial Automated Pickups



Storm and hurricane debris removal



Sanitation Rear Loader



Recycling Bins

Supervisor Doug Addis has 32 years of service with the City.



**Doug oversees the annual Mobile Collection event.**

**Responsibilities include:**

- Automated routes residential and commercial
- Rear loading route for residential trash and yard waste pickup
- Tons per week of garbage
  - Residential: 115.3 tons/weekly
  - Commercial: 45.78 tons/weekly
  - Yard Waste: 15.4 tons/weekly
  - Special Pickups (trash): 21.3 tons/weekly
  - Conducts an average of 208 collections per year at each residence through combined trash, recycling, and brush pick-ups, totaling 1,040,00 stops annually
- Recycling items collected and amount per year collected:
  - Electronics: 2.15 tons annually
  - Cardboard: 6.18 tons annually
  - Mixed Paper:

*(newspaper, paper products, and mixed miscellaneous paper): 333.69 tons annually*

- Mixed Containers:

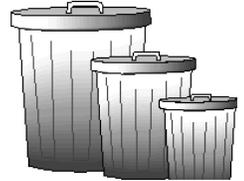
*(aluminum, plastic, and metal): 105.59 tons annually*

- Yard Waste: 672.27 tons annually

- Glass: 20.51 tons annually

- Special pickup items fees:

- A single pick-up item is \$17
- A 'white good' (appliances) is \$34  
(doors shall be removed before being set out for collection)
- Vehicle tires are \$17 each
- Car batteries are \$8.50 each
- 20-lb bottled gas cylinders are \$17 and must be empty
- TV's are \$25 each
- Computer components \$25 each



- Steam clean trucks weekly
- Assemble and maintain automated containers and dumpsters
- Storm and hurricane debris removal



**Cleanup of debris in alley**

## SEWER DIVISION

### Mission

The Sewer Division responsibilities include the operation, maintenance and repair of the City owned sanitary sewer collection system. The wastewater collection system consists of 37 miles of gravity sanitary sewer lines, 714 manholes, 2 miles of force main, 2 lift stations and 105 miles of service laterals, and averages 5.88 million gallons per week. Wastewater treatment is provided by the City of St. Petersburg's Southwest Water Treatment Plant. Wastewater flows have continued to trend downward since 2003 due to inflow and infiltration reduction efforts by slip lining existing pipes and rehabilitating manholes.

	<b><u>FY 2010</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2011</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2012</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2013</u></b> <b><u>ACTUAL</u></b>
<b>Director*</b>	0.15	0.15	0.15	0.15
<b>Administrative Assistant*</b>	0.15	0.15	0.15	0.15
<b>Utilities Supervisor**</b>	0.50	0.50	0.50	0.50
<b>Utility Service Workers II **</b>	2.00	2.00	2.00	1.50
<b>Utility Service Workers III**</b>	0.50	0.50	0.50	1.00
<b>Total:</b>	3.30	3.30	3.30	3.30

\* Fulltime position allocated 50% to Public Works-Admin, 20% to Sanitation and 30% to Utilities (15% Water, 15% Sewer).

\*\* Fulltime position allocated 50% to Sewer and 50% to Water.

## Responsibilities include:

- Daily preventive maintenance and service of two lift stations (7 days a week)
- Daily rainfall check and documentation
- Daily groundwater elevation recording
- Weekly exercise and preventive maintenance checks for emergency generators at lift stations #1 and #2, Police Department and Fire Department
- Clean sewer mains using sewer trailer
- Televising sanitary sewer mains using remote camera
- Sewer system repairs
- Remote monitoring of lift station Scada System on weekends and holidays
- Repair and replacement of lift station pumps, controllers, and all related apparatus
- Emergency cleaning of storm drains by use of sewer trailer
- Digging up and repairing sewer laterals from main lines to customers tie-in and install 2-way sweep tee with inspection cap brought to grade



**Slip Lining**



**Rehabilitation of sewer lines**

## STORMWATER DIVISION

### Mission

This program comprises the construction, cleaning, maintenance and restoration of the City's stormwater drainage system. Facilities include stormwater inlets, catch basins, culverts and transmission lines, retention/detention ponds and outfalls. Most of the City's drainage facilities are aged and require regular maintenance and inspections. The City's stormwater system is governed by a Federal program called the national Pollutant Discharge Elimination System (NPDES). This program is funded by a monthly stormwater fee, as well as grants from the Southwest Florida Water Management District (SWFWMD).

	<u>FY 2010</u> <u>ACTUAL</u>	<u>FY 2011</u> <u>ACTUAL</u>	<u>FY 2012</u> <u>ACTUAL</u>	<u>FY 2013</u> <u>ACTUAL</u>
<b>Sanitation/Stormwater Supervisor*</b>	0.25	0.25	0.25	0.25
<b>Maintenance Worker II**</b>	0.75	0.75	0.75	0.75
<b>Equipment Operator*</b>	0.25	-	-	-
<b>Crew Leader*</b>	0.25	-	-	-
<b>Total:</b>	1.50	1.00	1.00	1.00

\* Fulltime position allocated 50% to Streets, 25% to Sanitation and 25% to Stormwater.

\*\* Fulltime positions allocated to (1) 50% Streets, 25% Sanitation, 25% Stormwater (2), 50% Streets and 50% Stormwater.

This program provides storm drainage maintenance to the storm drainage pipes and structures, and replaced failed subsurface drains and underground drainage systems.

## Responsibilities include:

- National Pollutant Discharge Elimination System (NPDES) Permit
- Florida Department of Environmental Protection (FDEP) annual permit review
- Bi monthly street sweeping of 60 miles of curbed roadway for NPDES compliance
- Inspection and maintenance of 946 inlets/catch basins/grates/storm drains bi annually
- Inspection and maintenance of 2 Continuous Deflective Separation (CDS) units annually
- Inspection and maintenance of 7 outfalls annually
- Inspection and maintenance of 7,894 linear feet of swales
- Inspection and maintenance of 2 wet detention and 6 dry retention ponds
- Annual televising of storm drain lines and structures
- Perform annual storm line cleaning, point repairs and structure and line repairs
- Advertise, distribute, log, and promote stormwater education materials for illicit discharges, improper disposal, household chemicals and pesticide herbicide and fertilizer application.
- Conduct pro-active inspections of suspected illicit connections, discharges and dumping.
- Provide Illicit Discharge Training for Public Works Employees
- Southwest Florida Water Management District (SWFWMD) operation and maintenance inspection reports on permitted projects.



Stormline Cleaning



Stormwater Retrofit Project

## Work with other Municipalities in cooperation with Pinellas County on:

- Pinellas County Water Atlas
- Pinellas County Interlocal Educational Fund
- Pinellas County Ambient Water Quality Monitoring

- Southwest Florida water Management District (SWFWMD) operation and maintenance inspection reports on permitted projects.
- Participate in the Tampa Bay Nitrogen Consortium

## STREETS DIVISION

### Mission

The Streets Division provides regular right-of-way maintenance of roadways, curbs, valley gutters, medians, sidewalks and parkway areas. Services in this program include repairing potholes, roadway repairs due to underground utility failures, repair, replacement or relocation of sidewalks, repair of brick roadways and sweeping of all curbed streets. This program also maintains and replaces street names, regulatory and informational signs and controls contractual services for traffic signals and street lights.

	<b><u>FY 2010</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2011</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2012</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2013</u></b> <b><u>ACTUAL</u></b>
<b>Supervisor *</b>	0.50	0.50	0.50	0.50
<b>Maintenance Workers II **</b>	1.00	1.00	1.00	1.00
<b>Equipment Operator</b>	1.00	1.00	1.00	1.00
<b>Crew Leader *</b>	0.50	-	-	-
<b>Total:</b>	3.00	2.50	2.50	2.50

\* Fulltime position allocated 50% to Streets, 25% Sanitation and 25% Stormwater.

\*\* Fulltime positions allocated to (1) 50% Streets, 25% Sanitation and 25% Stormwater. (2) 50% Streets, 50% Stormwater.

(3) 100% Streets.

## **Responsibilities include:**

- Replace and repair all street and traffic signs located in the city
- Maintain street striping and markings
- Sidewalk replacement and maintenance with an annual \$20,000.00 budget
- Alley grading and spraying maintenance
- Change out street banners for events
- Bee removals on city properties and right-of-ways
- Perform alley trimming and removal of site obstructions
- Dead tree removals on city right-of-way and properties, stump grinding
- Bi-annual street light review and repairs of all street lights citywide
- Install barricades for street flooding as needed
- Storm event and hurricane debris removals
- Removal of illegal dumping in alleys and streets
- Maintenance of traffic control signals
- Brick and asphalt street repairs



**Brick street replacement and repairs**



**Sidewalk replacement and repairs**

## WATER DIVISION

### Mission

The Water Division responsibilities include the operation, maintenance and repair of the City owned potable water distribution system. The water distribution system consists of 38.5 miles of 1½-inch to 4-inch pipes, 27.3 miles of 6-inch to 12-inch pipes, 5,723 water meters, 329 backflow preventers and 276 fire hydrants and consumption averages 19.5 million gallons per week. The water is provided by the City of St Petersburg.

	<b><u>FY 2010</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2011</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2012</u></b> <b><u>ACTUAL</u></b>	<b><u>FY 2013</u></b> <b><u>ACTUAL</u></b>
Director *	0.15	0.15	0.15	0.15
Administrative Assistant *	0.15	0.15	0.15	0.15
Utilities Supervisor **	0.50	0.50	0.50	0.50
Utility Service Workers II **	2.00	2.00	2.00	2.00
Utility Service Workers III**	0.50	0.50	0.50	0.50
Total:	3.30	3.30	3.30	3.30

\* Fulltime position allocated 50% to Public Works-Admin, 20% o Sanitation, 30% to Utilities (15% Water, 15% Sewer).

\*\* Fulltime position allocated 50% to Sewer and 50% to Water.

**Supervisor Clay Lott has 19 years of service with the City of Gulfport. He holds the following: Underground & Excavating Contractor; DEP Stormwater Control License; Backflow Tester License; Certified Meter Calibration.**



**Clay Lott with sewer jetting trailer**

**Victor Alvarado, Utilities Worker II, has 31 years of service. He holds a Backflow Tester License.**



**Victor Alvarado and Willie Landers taking daily chloramines sample at wholesale meter connection points from City of St Petersburg**

**Willie Landers, Utilities Worker III, has 32 years of service. He holds a Backflow Tester License.**

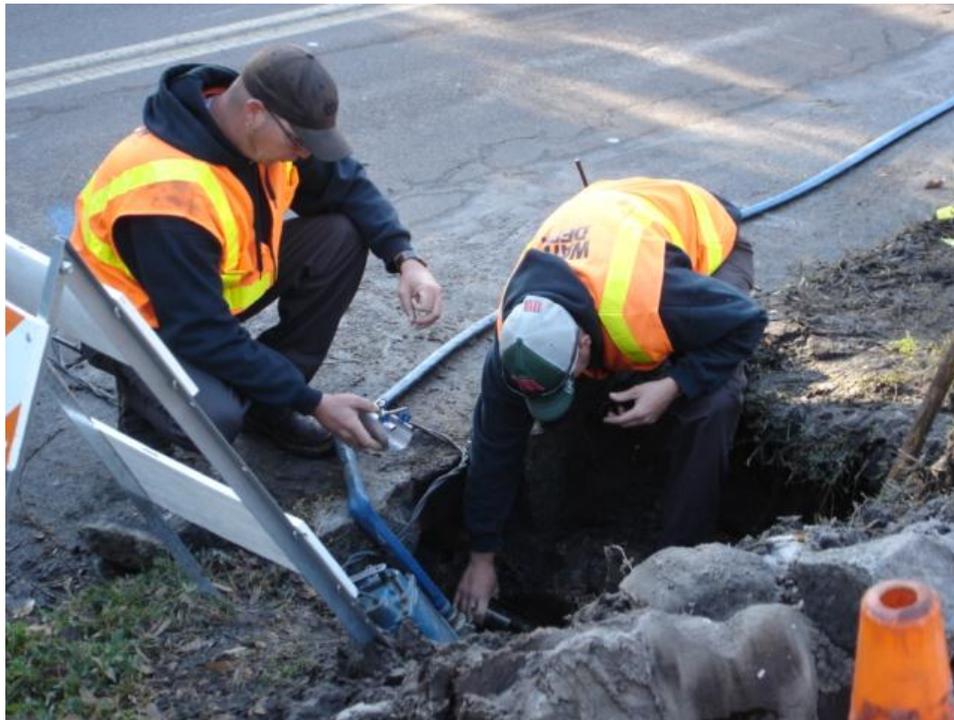


**Willie Landers and Victor Alvarado checking backflow preventer**

**Michael Daniels, Utilities Worker II, has 6 years of service and holds a Backflow Tester License.**



**Michael Daniels adjusting controller on lift station #2**



**Charles Meyer and Dwayne Stefanski repairing broken waterline**

**Dwayne Stefanski, Utilities Worker III, has 10 years of service and holds a Certified Meter Calibration License, Backflow Tester License, and a Water Distribution License Class I.**

**Charles Meyer, Utilities Worker II, has 13 yrs of service and holds a Certified Meter Calibration License, Backflow Tester License, and a Water Distribution License Class II.**



**Water break on 49<sup>th</sup> Street South**



**Water Main Replacement Project**

### **RESPONSIBILITIES INCLUDE:**

- Tests 409 backflow prevention devices annually
- Daily chloramines sampling at five points of connection from St. Petersburg for water distribution system
- Daily inspection of 5 wholesale water meters.
- Read and record a total of 5723 water meters in four cycles per month in 16½ days - averaging 346 meters read per day.
- Placing an average of 123 reminder notices each week posted on customer's doors that water payment has not been received
- Average of 119 cutoffs of water service for non-pay per month
- Complete an average of 478 work orders issued by Administrative Services per month
- Performs 6 utility locates per week for Sunshine State One Call of Florida
- Average of 3 call backs after working hours per week to perform service work
- Reviews utility locations for building permit applications including fences, driveways and irrigation lines for the Building Department
- Samples and delivers to lab the weekly water quality sampling at Gulfport Beach for swimming
- Flush water system and maintenance of 284 fire hydrants
- Repair water breaks.
- Assist in water main replacement projects.
- Locate and exercise mainline valves.
- Painting of fire hydrants and backflow prevention devices.
- Calibrate meters larger than 2".
- FDEP required sampling of bacteriological THN's, HHA 5's, lead & copper.

- Coordinate with FDEP on information for the Consumer Confidence Report prior to distribution.
- Design, print and mail Consumer Confidence Report to all City residents/yearly.
- Retrofit existing service lines to meet FDEP requirement of backflow prevention.
- Assist customer service with customer complaints.
- Breakdown and recycle of used water meters and fittings.
- Work with Code Enforcement to maintain City easements.